

[Date]

[Recipient Name]
[Title and Office/Department]
[Organization/Institute]
[Address Line 1]
[City, State, ZIP Code]

[Project Name]
([Funding Source and Grant Number])
Data Safety and Monitoring Board
[Meeting Type/Format] [Date]

Dear [Name of Recipient]:

I am writing to report on the Data Safety and Monitoring Board (DSMB) *teleconference* held on [Date]. The attached slide set accompanies this report as documentation of meeting minutes for this launch DSMB meeting for the study referenced above. This note provides formal approval for study continuation.

As this study has not yet begun recruitment or data collection, the purpose of this DSMB meeting was to introduce DSMB members and the investigator team, discuss the study design and procedures (including data management plan and reporting AEs/SAEs), review the DSMB charter, and agree on DSMB meeting logistics and reporting moving forward.

At this point in time, the DSMB does not have any formal recommendations for the investigator team, and we approve the continuation of the study.

Sincerely,

[Name] | [Title]
[Department]
[Organization]